

Job Risk Analysis																		
Name(s) of Risk Team Members: J. Scott, J. Alduino, C. Longo, A. Arno, B. Mullany, R. Duffin				Point Value → Parameter ↓		1		2		3		4		5				
Job Title: Office Work Job Number or Job Identifier: JRA 25-05				Frequency (B)		≤once/year		≤once/month		≤once/week		≤once/shift		>once/shift				
Job Description: General office work; e.g.: typing, filing, drawings ... etc.				Severity (C)		First Aid Only		Medical Treatment		Lost Time		Partial Disability		Death or Permanent Disability				
Training and Procedures List (optional): General Employee Training (GET)				Likelihood (D)		Extremely Unlikely		Unlikely		Possible		Probable		Multiple				
Approved by: <i>E. Lessard</i> Date: 02-04-05 Rev. #: 0																		
Stressors (if applicable, please list all): Lighting, ventilation				Reason for Revision (if applicable):						Comments:								
				Before Additional Controls										After Additional Controls				
Job Step / Task	Hazard	Control(s)	Stressors Y/N	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors Y/N	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction		
Typing, computer work	Repetitive motion injuries, eye strain	Ergonomic reviews of the work station, ergonomically designed keyboards and mouse, gel pads, adjustable chairs, effective supervision, work breaks, Tier 1 inspections, BNL and C-A ergonomic subject matter expert available to review work stations and make improvements, 5-minute weekly safety meetings	N	1	4	2	3	24	On-line ergonomics training and seminars on office ergonomics have been added this year									
General occupancy	Climate, air quality	Proper lighting, ventilation, heating, cooling, janitorial services, Division housekeeping rules, Tier 1 inspections	Y	1	4	2	3	24										
Manual office work - writing, making drawings, copying, phone use ... etc.	Repetitive motion injuries, eye strain, neck strain	Ergonomic reviews of the work station, phone attachment neck rest, speaker phones, adjustable chairs, effective supervision, work breaks, Tier 1 inspections, BNL and C-AD subject matter expert(SME) to review and improve work stations, 5 minute weekly safety meetings	N	1	4	2	3	24	On-line ergonomics training and seminars on office ergonomics have been added this year									
Manual office work - writing, making drawings, copying, phone use ... etc.	Falls on same level, falls from step-stool	Proper selection of PPE (e.g.: slip resistant safety shoes), housekeeping rules, maintenance of walking/working surfaces, janitorial services	N	1	4	3	2	24										

Light manual lifting/filing	Overexertion – injuries caused by excessive lifting, pushing, pulling, holding, carrying	Use of squat lift technique, back training available, OHSAS 18001 system raising safety awareness, WOSH committee and weekly group 5 minute safety meetings, Division 5 minute safety talk at meetings discuss events and recommend fixes	N	1	4	2	2	16								
Light manual lifting/filing	Falls on same level, falls from step-stool	Proper selection of PPE (e.g.: slip resistant safety shoes), housekeeping rules, maintenance of walking/working surfaces, janitorial services	N	1	4	3	2	24								
Light manual lifting/filing	Bodily reaction – injuries resulting from bending, climbing, loss of balance and slipping without falling	Effective supervision at the job site, use of squat lift technique, use of dollies, hand trucks, etc. to minimize manual material handling, back safety training available	N	1	4	2	3	24								
Light manual lifting/filing	Cuts and abrasions	Minimization of sharp edges, gloves are available	N	1	4	2	3	24								
Light manual lifting - carrying a load walking up/down stairs	Falls, falls to a lower lever, bodily reaction to trips	Use of squat lift technique, back training available, OHSAS 18001 system raising safety awareness, WOSH committee and weekly group 5 minute safety meetings, Division 5-minute safety talk at meetings discuss events and recommend fixes, proper lighting, housekeeping rules, OSHA compliant steps/handrails, emergency response, janitorial services	N	1	4	4	2	32								
Walking to parking lots, walking up/down outside stairs	Falls, falls to a lower lever, bodily reaction to trips	Proper lighting, clear walkways, OSHA-compliant steps & handrails, emergency response, PE program to correct walking surface deficiencies, C-A staff awareness raised to report and repair deficiencies, snow shovels and salt provided to staff for emergency use to make entrances safe to enter, snowflake signs on high personnel traffic areas to show PE snow removal crews higher priority areas	Y	1	4	4	2	32								
Further Description of Controls Added to Reduce Risk:																
*Risk:	0 to 20		21 to 40			41-60			61 to 80			81 or greater				
	Negligible		Acceptable			Moderate			Substantial			Intolerable				